



COMMUNITY EVENT CHECKLIST

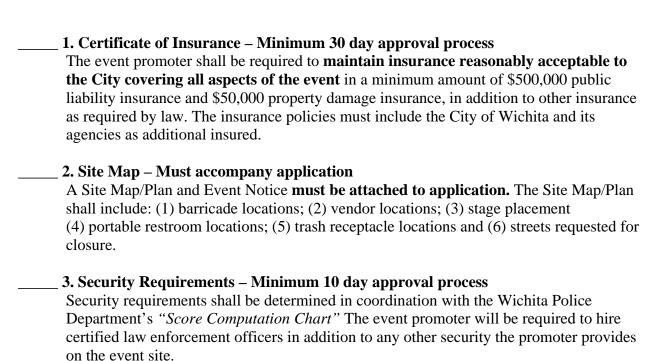
Applications must be sent to:

Division of Arts & Cultural Services | 334 N. Mead | Wichita, KS 67202 (W) 316-462-2787 (F) 316-858-7960 csclark@wichita.gov

Completion of a Community Event Application is required when <u>all</u> of the following conditions apply: The City of Wichita defines a Community Event as follows:

- Outdoor event on public and/or private property
- Attendance in excess of 50 persons on public property and/or 250 on private or park property. Excludes invitation only events.
- Involves a particular purpose and time.

Approval of all applicable departments is required before permit is issued. Every event contact person shall be required to provide certified law enforcement officers, portable restrooms, and trash service in adequate number as reasonably determined by the procedures set forth. All vendors must be properly licensed and inspected. The event promoter shall also be required to obtain, place and remove signs and barricades to close streets in accordance with requirements of the City. Such services will be provided without cost to the City of Wichita or its agencies. Municipal Codes can be accessed from www.wichita.gov. Left side of Home Page, click on "City Manager" then "Community Events".





4. Traffic Flow Plan – Must accompany application The plan should include any information that will impact the flow of traffic, such as requested street closures; route for parade, run/walk; or any other request. Does not include events solely on sidewalks or public rights-of-way immediately adjacent to public streets. Applicants will be required to disclose the date, street name, location, and time period for approval of requested street closures. Please attach the traffic flow plan as part of the site map. Closure for any major street requires applicable signs and Type III barricades and certified law enforcement officers, to be provided by lessee. All affected property owners are required to be notified in writing or intended street closure. Only temporary street markings are allowed and must be removed immediately upon completion of the event.

6. Portable Restrooms – Minimum 10 day approval processThe number of portable restrooms **shall be based upon industry standards for sanitation and public convenience.** Requirements will be determined on event criteria and established with contracted vendor. The plan must provide for service during the event if planned for four hours or more. Portable restrooms may be located only in areas approved on site map.

_ 7. Food Vendors – Minimum 15 day approval process Food vendors must be licensed and inspected through Environmental Services. A list of vendors including contact person and contact information must be submitted with the Community Event Application.

_ 8. Transient Merchant License— Minimum 15 day approval process Transient Merchants are described as vendors selling wares or food from 7:00 am until Midnight. Each vendor is required to fill out an application including signature and a copy of current Sales Tax License for the State of Kansas or proof of exempt status must accompany application. A list of vendors including contact person and contact information must be submitted with the Community Event Application.

9. Beer and Liquor Licenses – Minimum 30 day approval processThe event promoter shall be responsible for compliance with beer and liquor laws as well as all other laws and ordinances in the conduct of the event. Click on the "*Business*" tab at the top of the Home Page then click on "City of Wichita License Applications".



10. Portable Amusement Ride License– M Completed application must include a copy applicable insurance. Placement of rides m	of certificate of inspection for each ride and
11. Fireworks License– Minimum 30 day Completed application must include a copy Applicant is required to include a site plan applicable insurance.	of the Firework Operator Certificate.
is appropriate for the event area and its local promoter will respond in a timely and effect representatives concerning the sound level.	ture that sound levels do not exceed that which ation. <i>Municipal Code Section 7.41.030</i> . The tive manner to requests of the city's The WPD or authorized representatives of the cal performances or events for substantial or
	Friday and Saturday. <i>Municipal Code Section</i> ntil 11:00 pm Sunday through Thursday and <i>nicipal Code Section 3.20.030</i> . The event
14. Miscellaneous No excavation shall be made on public propor attached to public property except as expevent promoter shall be required to abide by reasonable for the approval of the application	y such other requirements as may be
I have read and understand the above information a the following organization.	and regulations and accept them on behalf of
Signature of Event Promoter	Date
Organization/Event	-
City of Wichita Representative	Date